



## Keene Public Library Policies

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<b>Finances and Investment Policy</b>	<b>Adopted: June 22, 2021</b>
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### **Annual Budget from the City of Keene**

At an appropriate time each year, the Board of Trustees Finance Committee will work with the Library Director to create a City budget. The final submission will be reviewed by the full Board of Trustees before it is submitted to the City Manager. The Board of Trustees will vote to accept the final City appropriation approved by the full City Council.

The Trustees Finance Committee will review Expenditures and Revenues at their regular meetings. The Library Director, working with the Finance Committee and Board of Trustees, will be responsible for managing the budget within the total appropriated figure.

### **Funds Held By the Trustees of the Keene Public Library**

The Board of Trustees will review budgets and expenditures for all funds held by the Board of Trustees of the Keene Public Library. The annual Trustees budget will be submitted by the Finance Committee for approval by the Board of Trustees. An annual audit will be conducted by the City or other appropriate person appointed by the President of the Board of Trustees, and all filings to the appropriate state agencies shall be made on a timely basis.

### **Grants**

All grant applications will be reviewed and approved by the Library Director before being submitted. The Director will inform the Finance Committee of applications at each meeting. The Finance Committee may recommend that grants and other unanticipated revenue be directed to the City Council for acceptance and management if it feels that the management of those revenues is more suitably performed by the City.

Grants received of \$5,000 or more shall be reviewed the Finance Committee. Following this review the Finance Committee will then forward the grant with a recommendation regarding approval to the Board of Trustees.

Grants received under \$5,000 will be forwarded to the Library Board of Trustees for vote of acceptance at a regularly scheduled meeting before being deposited.

### **Unanticipated Funds**

The Treasurer will review all unanticipated revenue as it is received. Atypical situations and restrictions will be sent to the Finance Committee for review and a recommendation made before going to the Library Board of Trustees. All typical unanticipated revenue (grants, gifts, investment distributions, etc.)



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under \$5,000 will be forwarded to the Library Board of Trustees for vote of acceptance at a regularly scheduled meeting before being deposited.

Any unanticipated revenue received of \$5,000 or more must be reviewed by the Finance Committee before going to the Library Board of Trustees for a vote of acceptance. Per RSA 202-A:4-c III (a), the Library Board of Trustees shall hold a public hearing prior to the vote. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in Keene at least 7 days before the hearing is held.

### **Investments**

Investments shall be held and invested in accordance with RSA 31:25. The Keene Public Library's Trust Funds consist of both permanently restricted which are administered subject to the Prudent Person Rule and unrestricted funds administered subject to the Prudent Investor Rule. Performance results and the Investment Policy ([insert hyperlink](#)) will be reviewed annually by the Finance Committee and reported to the full Board of Trustees. The investment policy will be approved by the Board of Trustees at the annual meeting.

The Chair of the Finance Committee and the Treasurer acting together, or the President of the Board of Trustees in the absence of either, may authorize investment decisions for amounts of \$2,000 or under in keeping with the investment policies.

See the Investment Policy in Appendix to this Finances and Investment Policy.

### **Restricted Donations**

The Library Trustees welcome donations of cash, stocks and bonds in any amount ("Gifts"). Gifts may be restricted as to purpose, and/or may be restricted to use of the income only; provided, however, that any proposed restrictions must meet with the approval of the Board prior to acceptance. To establish a permanently restricted, named fund, a minimum gift of \$5,000 is required. Anyone wishing to establish a permanent fund should consult with the Library Director or the Trustee Finance Committee before making such a gift. In the event that the Trustees find a previously accepted Gift is too restrictive or outdated, the Trustees may seek a cy-pres action with the Probate Court to change the purpose of the Gift.

### **Funds Held by the Trustees of the Trust Funds for the City of Keene**

The Trustees of the (City-Held) Trust Funds are responsible for the management, investment and distribution of funds held by the City of Keene in the name of the Library. The Library Director will notify the Finance Committee and the Library Board of Trustees of atypical projects or purchases from these funds. The Library Director, working with the Finance Committee and the Library Board of Trustees, will be responsible for working within the guidelines of the funds granted by the Trustees of the (City-Held) Trust Funds.



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### **Bonding of Trustees**

Per RSA 41:6, the Board of Trustees of the Keene Public Library shall be bonded. The bond will be through the City's liability insurance carrier for an amount that the Board of Trustees considers appropriate.

### **Access to Safe Deposit Box**

If the Board of Trustees choose to use a safe deposit box, the President and the Treasurer of the Board of Trustees of the Keene Public Library will have access to such safe deposit box.

### **Check Signing Authority**

The President and Treasurer will have the authority to sign checks and other financial documents on behalf of the Board of Trustees. In the absence of both the President or Treasurer, the Vice-President has their authority. One authorized signature is required to implement transfers, withdrawals, and payments of \$2,000 or under. Two authorized signatures are required to implement transfers, withdrawals, and payments over \$2,000.

### **Travel Reimbursement**

The Trustees support Library Staff education by reimbursing travel to conventions and seminars, authorized by the Director, from the allocation within the Trustee budget. The Library adopts the City of Keene travel guidelines for authorized business travel. (Staff see City of Keene Administrative Directive 3.01B)

### **Purchasing Cards**

The Library Trustees will establish a purchasing card account to be used exclusively for items and/or services of official business for the Keene Public Library. Any purchase that is not in conformance with the following policy may be charged back to the user of the purchasing card.

Under no circumstances are purchasing cards to be used for personal matters. Such use will be subject to disciplinary procedures, up to and including termination of employment, and any other remedies allowed by law.

The Library Trustees purchasing cards are a sub-account of the account held by City of Keene. The City of Keene can view the Trustees' Purchasing Card accounts, and are ultimately responsible for any defaults on the Trustees' accounts. The Trustees will abide by the Memorandum of Understanding regarding purchasing cards created with the City of Keene, including the timely reimbursement of any defaults that the City may need to cover.



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### **Issuance of Purchasing Cards (P-card)**

The Library Director will recommend which individual employees will be issued a card and determine their purchase authority level with approval of the Library Trustee Treasurer. The Trustee Treasurer will recommend to the Board of Trustees which individual Trustees will be issued a card and recommend their purchase authority level. The Library Trustee Finance Committee will have final approval on all credit card limits.

In the event the card is lost, the cardholder is responsible for contacting the credit card company, the Library Director, and the Trustee Treasurer immediately. The Trustee Treasurer must be notified immediately in the event of suspected or known fraudulent activity occurring with a cardholder account.

The Library Director, Trustee Treasurer and/or the Trustee Finance Committee reserve the right to revoke any purchasing card, or purchasing authority from any cardholder if it is deemed to be in the best interest of the Library to do so, and/or for any infraction of the purchasing policy and/or the cardholder agreement.

Upon termination of employment or appointment for any reason, the purchasing card shall be immediately returned to the Library Trustee Finance Committee. The Library Director and/or Trustee Treasurer will ensure that cards are collected from terminating employees and Trustees.

### **Use of Purchasing Card**

The cardholder will retain vendor receipts, records of telephone orders, copies of internet purchase confirmations, copies of mail orders, and other purchase records for future reconciliation of the purchasing card statement.

The cardholder is responsible for ensuring any Internet purchases are made through secure websites.

The cardholder is responsible for ensuring that all purchases are consistent with current Library purchasing policies. Failure to comply with the policies may result in revocation of the card, disciplinary action, and any other remedies permitted by law.

The cardholder will ensure that sufficient budget authority is available to pay for every purchase. The cardholder signature on purchasing card expense report indicates that the purchase is a legitimate, approved purchase on behalf of the Library. Likewise, an approval signature by a Library Director and/or Trustee Treasurer of a cardholder's purchase on the cardholder's expense report indicates the same level of surety.

The card may be used for approved conferences, seminars or workshops and travel related costs, which include but are not limited to: registration, meals, transportation, lodging and other miscellaneous costs. Business travel expenses will be paid if they are reasonable, properly authorized, well documented and beneficial to the Library. Alcoholic beverages may not be charged to the purchasing card. If the traveler pays for any portion of the travel prior to receiving the Library Director's and/or



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Trustee Treasurer's approval or beyond the amount approved, expenses incurred may not be reimbursed.

All receipts are needed when using the Library purchasing card in order to prove purchases and seek reimbursement. The approved cardholder is required to submit receipts within seven (7) business days of their return. The cardholder is responsible for seeking a full refund in the event of a cancellation with expenses paid in advance. If the original cardholder can't attend the training a replacement may be sent provided such change is approved by the Library Director or Trustee Treasurer.

### **Payment of Purchasing Card Charges**

Cardholder is responsible for reconciling their statement on the Bank's website. This review must include the assignment of budget lines, cost centers and/or account numbers to each item on the statement. Cardholder shall print a system expense report, sign the expense report indicating approval to pay, obtain an approval signature, and forward a printed statement with attached receipts to the Trustee Treasurer on a timely basis. The cardholder should also include a copy of the cardholder's statement from the Bank with their submission packet. Reconciliation reporting is due to the Trustee Treasurer ten days before the payment date.

If the cardholder loses an invoice for transactions appearing on the statement, or there are timing issues with the supplier, those items can be approved by providing a written explanation for the lack of documentation and having the statement signed by the Library Director or Trustee Treasurer. The appropriate documentation shall be forwarded to the Trustee Treasurer upon receipt.

The following people will review each cardholder's report and receipts to verify accuracy and completeness: Library Director will review each Library employees', the Trustee Treasurer will review the Library Director's and each Trustees', the chairperson of the Trustee Finance Committee will review the Trustee Treasurer's documentation.

The Trustee Treasurer will reconcile the cardholder statements to the bank account debit on a monthly basis, set up new vendors, transfer funds to the vendors, adjust credit limits as needed and give a monthly report to the Trustees and/or other funders.

### **Monetary Gifts**

Gifts of money, including securities, may be accepted by the Board of Trustees. The Board of Trustees reserves the right to make whatever disposition of such gifts as it deems advisable. Acceptance will be based upon appropriateness to the Library's general mission and objectives.